

State of Hawaii

Job Description

Licensed Practical Nurse - Special Needs

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-6	6.732
Full Performance Work	HE-8	6.733

Function and Location

This position works in a community health nursing program and is responsible for performing practical nursing care and related technical work to students with disabilities in public schools requiring specialized health treatments. The position provides care within the assigned geographic area and to other areas based on the needs of the students and the work load of the position.

Key Duties and Responsibilities

1. Administer prescribed individualized health care procedures such as: gavage feedings, suctioning, tracheostomy care, etc. Identify problems or potential problems with individualized health care procedures and implement care to resolve and/or prevent problems. Make independent decisions to ensure the health and safety of the student.
2. Administer prescribed medications under established policies. Identify untoward reactions to medications and implement care to resolve and/or prevent problems. Monitor the care and safe-keeping of medication and health records.
3. Observe and assess students for signs of illness, injury and other untoward conditions. Implement care to resolve and/or prevent problems. Record pertinent information in health records. Make referrals as necessary and follow-up as appropriate.
4. Consult with physician and RPN IV regarding students' problems and rationale for treatment.
5. Assist with screening and clinic activities, i.e. immunizations, tuberculin testing, etc., as appropriate.
6. Obtain and/or interpret medical information to school staff.

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7. Document treatments and all follow-up services provided into the student's record. Read communication books used between school and home and make entries, as necessary.
8. Work with the supervising nurse and school principal to remediate environmental deficiencies and maintain a safe school environment.
9. Requisition and maintain an inventory of supplies and equipment needed for the nursing unit.
10. Responsible for cleaning and preventive maintenance of equipment (e.g., suction machine, sphygmomanometer).

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Participate in educational activities for professional growth; attend IEP meetings, as appropriate; make home visits, as directed; cover the health room, as necessary; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in independently providing the full range of services to students with disabilities requiring specialized nursing procedures. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees receive assignments daily and perform work independently in conformance with established policies and procedures; however,

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specific instructions or immediate supervision is provided in cases requiring advanced and/or specialized treatments and procedures.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in handling new, unusual or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Knowledge of: the nursing process; body structure and function; principles of asepsis; universal precautions; infection control; principles of administering medications; patient preparation for prescribed treatments and procedures; data-gathering techniques; interpersonal communication skills; alternative methods of communication for patients with special needs; environmental and patient safety; patient rights; individualization of care, including religious, cultural and developmental influences; patient age groups and the developmental process characteristic of these age groups; team participation in care planning and evaluations; therapeutic and life-saving procedures; specialized equipment; maintenance of optimal body functioning and prevention of complications; principles of body mechanics and assistive devices; comfort measures; obvious signs of emotional and mental health problems; chemical dependency; adaptive and maladaptive behavior; sensory deprivation and overload; abusive and self destructive behavior; concepts of wellness; reproduction and human sexuality; birthing and parenting; and growth and development, including dying and death.

Ability to: Apply practical nursing principles and practices; read, write, speak, understand and communicate effectively with others in English; maintain records and prepare reports; respond quickly and take appropriate action in emergencies; follow oral and written instructions; establish and maintain effective relationships with other staff, patients and others.

License: A current State of Hawaii license to practice as a practical nurse.

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Education/Specialized Training: As required to apply for a State of Hawaii license as a practical nurse.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<p>Sensory: Read typewritten and/or handwritten orders and notes in patient charts; measure medications; distinguish colors; observe changes in a patient's skin color and condition; hear through a stethoscope to measure a patient's blood pressure and listen for heart and lung sounds.</p>

<p>Coordination and Dexterity: Pour/measure medications; change dressings; and administer medications/immunizations subcutaneously and intramuscularly.</p>
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<p>Strength and Stamina: Lift, transfer, reposition, move patients; and subdue uncontrolled patients</p>

<p>Mobility: Move freely throughout the work setting and respond to emergency situations quickly.</p>
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(These requirements are supplemented by the Physical Requirements Specifications, Part III, for Licensed Practical Nurse classes, Appendix 8.)

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of progressively responsible work experience as a licensed practical nurse which involved the application of practical nursing principles and practices in the performance of a variety of personal care, nursing care and related technical work in the care and treatment of a caseload of patients. Such experience must have demonstrated thorough knowledge of practical nursing principles and practices including patient age groups and the developmental process characteristic of these age groups; and the ability to apply them in providing care and/or treatment that is appropriate to the age, medical condition and/or developmental status of the patients served; and observe, record and report on the general and specific physical and

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mental conditions of the patients, and the signs and symptoms which may be indicative of significant changes in the condition of such patients.

Desirable Qualifications: One (1) year of experience as a Licensed Practical Nurse working with children with disabilities requiring specialized nursing procedures; ability to work effectively with others; communicate clearly with families, peers and other professionals; show respect/sensitivity to cultural issues that impact on the care provided; convey a positive attitude toward learning and adaptation to our ever changing health care environment; demonstrate flexibility; and able to travel to various sites to provide services on a timely basis.

REVISED JOB DESCRIPTION ESTABLISHED: October 1, 2000